

AGENDA
ANNUAL JOINT LGU MEETING
Cisco Webex Video Conferencing / City Hall

To Join Webex Meeting: [Click Here](#).
To join by phone, dial: [+1-408-418-9388](#)

Meeting number (access code): 126 915 8661
Meeting password: Bemidji56601

Tuesday, November 24, 2020 REGULAR MEETING – 5:30 p.m.

- **Roll Call** **Chair**
- **Pledge of Allegiance**
- **Approval of the Agenda**
- **Approval of November 26th, 2019 LGU Minutes**

A. INTRODUCTIONS

B. NEW BUSINESS

- Joint Powers Agreement for Enforcement Services **CM**
 - Compliance Inspector and Site Analyst Position
- Planning Director Position – Discussion **CM**
- General Topics of Interest by the City and Township **Chair**
- Future Trainings for JPC, JPB, Council & Township – January or February? **CM**

C. OTHER BUSINESS

D. VISITORS **Chair**

E. UPCOMING MEETINGS **Chair**

- Next Meeting Date/Spring Mobile Tour – TBD in 2021

F. ADJOURN **Chair**

**MINUTES
GREATER BEMIDJI AREA
JOINT LGU MEETING**

November 24, 2020
5:30 p.m.

City Hall

CALL TO ORDER: Joint Planning Board Chair, Michael Meehlhause, called the regular meeting of the Joint LGU to order at 5:30 p.m. Roll call was taken, the pledge of allegiance was performed.

MEMBERS PRESENT: Rita Albrecht, Michael Meehlhause, Emelie Rivera, Ron Johnson, Josh Peterson, Jess Frenzel, Mike Kelly, Chris Lahn, Bill Smith, Allen Steffen, Curt Blumhagen, Tim Faver,

MEMBERS ABSENT: Nancy Erickson, Clark Chambers, Doug Kranich, Paul Wiese, Jeremy Berg, Judy David, Don Heinonen, Nicki Lemmer, Kristi Miller,

STAFF PRESENT: Nate Mathews, Craig Gray, Katie Nolting, Sam Anderson, Al Felix, Casey Mai, Jamin Carlson, Ainslee Knudson

OTHERS: Jorge Prince, Audrey Thayer, Daniel Jourdain

APPROVAL OF AGENDA:

Motion by Albrecht, second by Frenzel, to approve agenda as written.

Motion carried unanimously.

APPROVAL OF MINUTES:

Motion by Albrecht, second by Steffen, to approve minutes from November 26, 2019 Joint LGU meeting.

Motion carried unanimously.

NEW BUSINESS:

Joint Powers Agreement for Enforcement Services – Compliance Inspector and Site Analyst Position: Mai presented the Joint Powers Agreement for Enforcement Services. This Agreement gives the Board the ability to utilize admin citations in the City and the Township, and use the city attorneys to send an additional letter to citizens. Mai explained the citation process and reiterated that it would greatly help staff in addressing violations. Felix added that Northern Township alone does not have the

ability to issue administrative citations, and the Agreement gives Northern Township the ability to use those same administrative citations and clarifies the ability as a Board to enforce the Ordinance. Frenzel asked about the option to modify or terminate the Agreement. Nolting replied that the Agreement can be reviewed annually and modification or termination can be done at the agreement of all parties. Mai explained that an \$18,000 cushion has been budgeted for implementing the Agreement in 2021, and any administrative fines received will be earmarked to pay for the program. Kelly asked for clarification on billing. Mai replied that everything is JPB based, it is not separated out by City and Township. Mai also clarified that the fines will be the same in the City and the Township. The property owner has 14 days to respond to the first letter. Mai stated that the new process under the Agreement would include a first letter, a second letter from the City Attorneys, and a third and final notice. Rivera expressed concern over the consistency of the City's and the JPB fine schedules, and her desire to update the fine schedules to match. Felix clarified that these are two different entities and the fine schedule for the City is based on the City Ordinance and the fine schedule for the JPB is based on the JPB ordinance. Albrecht expressed her support for aligning the City and Joint Planning Board fine schedules. Meehlhause stated that the next step will be to send the Agreement to the individual government units for approval. Mai confirmed that after the Agreement is put into place by the involved parties, the next step will be to fill the Enforcement Position. Mai stated that the JPB would ideally like to have the enforcement position filled by January of 2021. Mai clarified that the Agreement will need to be approved at the next City Council meeting, the next Northern Township meeting, and the next Joint Planning Board meeting. Felix confirmed that he and Nolting will make sure there is no overlap between the three levels of the Agreement and what is currently found in the City's administrative fees. The Enforcement Position was discussed and it was decided that it will go for approval before the Council at the next meeting on December 7th, and then the hiring process can start again.

Planning Director Position Discussion:

Mathews confirmed that he will get started on setting up a hiring committee made up of two representatives from Northern Township and two from City Council. Meehlhause recommended Erickson and Rivera serve on the hiring committee as city representatives. Mathews declared Carlson the Interim Planning Director starting on December 19th, 2020, with the goal of filling the Planning Director position by February 2021.

General Topics:

Steffen requested a raise for the Joint Planning Commission members as they complete a majority of the work. Mai explained that Commission members receive \$50 per meeting, and a raise would have to be approved by City Council and the Town Board. Meehlhause, Smith, Rivera and Johnson expressed their support of a raise. Mai

clarified that the Commission pay comes out of the City budget and Northern Township pays for their portion. Kelly specified that this topic should go back to the individual LGUs as it affects the City budget and the Township budget.

Future Trainings:

Mai stated that Troy Gilchrist, the JPB hired attorney of Kennedy & Graven, offered to complete a training for JPB and JPC members. Albrecht recommended that City Council and Northern Town Board should participate as well. Staff will conduct a Doodle Poll for time preferences.

OTHER BUSINESS:

- No other business.

VISITORS: None present.

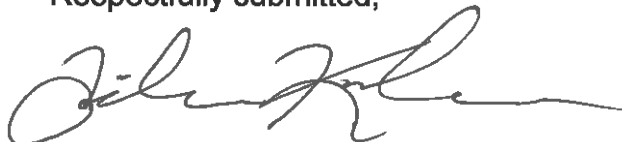
FUTURE JOINT LGU MEETING DATE:

To be determined.

ADJOURNMENT: There being no further business, Motion by Steffen, second by Albrecht to adjourn the regular Joint Planning Board Local Government Unit meeting at 7:09 p.m.


Motion carried unanimously.

Respectfully submitted,



Ainslee Knudson
Planning Administrative Assistant

Approved and attended by:



Joint Planning Board Representative